

MEMORANDUM

From: Lisa Cothron
To: EIS Users
Date: March 14, 2001
Subject: EIS User Ids and Passwords

There are 3 security levels in EIS for District and School personnel.

- 1) District Approval - this security level has the ability to upload data extracts, approve reports, and view district and school data
- 2) District - this security level has the ability to upload data extracts and view district and school data
- 3) School - this security level can view school data only

A default password is assigned to each user. The user needs to change this password the first time they login to EIS (refer to the EIS User Manual for instructions). If a user forgets their password and needs to have the password reset, have them contact you.

As the EIS contact person for your district, you will be responsible for identifying the users in your district that need access to EIS. In addition, you also need to notify the State of any changes or deletions of users and when a user's password needs to be reset. Send all email concerning setup of EIS users to eis.help@state.tn.us

Initial Identification of EIS Users

- 1) Email the names of district personnel who need District level authority. The District Director has already been setup with District Approval authority. The userid is the district number + first letter of first name + last name.
- 2) Email a list of each school and the names of school personnel who need School level authority. School name and number of school personnel, is required.
- 3) After all users have been added you will be notified with the user ids and passwords.
- 4) Be sure to have all users change their initial password the first time they log in.

Changing EIS User Information

- 1) Email the UserID and the information that needs to be changed.
- 2) You will be notified by email when changes are complete.

Deleting an EIS User

- 1) Email the UserID and name of the person that needs to be deleted.
- 2) You will be notified by email when deletions are complete.

Adding Additional EIS Users

- 1) Email the name of the user and the security level needed. Include the school name and number if the user has School Level authority.
- 2) You will be notified by email with the user ids and passwords when the additions are complete.

Resetting EIS User Passwords

- 1) Email the UserId that the password needs to be reset for.
- 2) You will be notified by email when password is reset.

Please refer to www.state.tn.us/education/sm_menu.htm for EIS training materials and manuals and also the EIS Quick Reference.

If you have questions or need additional information, please contact the EIS HelpDesk at 1-800-495-4154 or 615-532-6215.

Thanks

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CC: EDU_EIS